



Town of Leesburg  
Department of Engineering & Public Works  
25 West Market Street • P.O. Box 88 • Leesburg, VA 20178  
703-777-2420 • Metro 703-478-1821 • Fax 703-737-7065

Permit No. \_\_\_\_\_

RIGHT-OF-WAY/EASEMENT APPLICATION AND PERMIT

Application must be made through the Department of Engineering & Public Works at 25 West Market Street, Leesburg, VA 20175. A properly executed Permit Application, Fee, Certificate of Insurance and Performance Guarantee if required, in an amount to be determined by the Director of Engineering and Public Works, must be submitted before a permit can be issued. Notify the Department of Engineering & Public Works in writing when work is completed.

Permittee _____ Name of Firm	Emergency Contact _____ Name
Agent _____ Name of Firm	Emergency Phone _____
Address _____ P.O. Box or Street Address	Permittee/Agent’s Phone _____
Address _____ City or Town	Permittee/Agent’s Fax _____
State _____	Zip Code _____

Application is hereby made for a permit to perform the work as shown on the accompanying plan or sketch attached hereto. Said work will be done under and in accordance with the rules and regulations of the Town of Leesburg, so far as said rules are applicable thereto and any other agreement between the parties hereto. Where applicable, said agreement shall be attached and made a part of this permit assembly including any cost responsibilities covering work under permit. Applicant agrees to maintain the work from the time of completion until final inspection for acceptance is made by the Town of Leesburg. Applicant also hereby agrees and is bound and held responsible to the owner of any and all existing facilities for any and all damages to any other installations already in place as a result of work covered by this permit. Applicant shall indemnify and hold harmless the Town of Leesburg and all town employees, agents, and officer, from responsibility, damage, or liability arising from the exercise of the privileges granted in this permit. In consideration of the issuance of this permit, the Permittee agrees to waive for itself, successors, interest or assign any entitlements it may otherwise have to have hereafter under the Uniform Relocation and Assistance Act of 1972 as amended in the event the town or its successor, chooses to exercise its acknowledged right to demand or cause the removal of any or all fixtures of whatever kind or description that may hereafter be located pursuant to this permit.

Permittee _____ Name of Firm	OR Agent _____
Dated at _____	I.D. No. _____
This _____ day of _____,	Signed By _____ Title

Permission is hereby given insofar as the Town of Leesburg has the right, power, and authority under Section 16-4 of the Town Code 1950, as amended, to perform the following work as described:

as shown on the accompanying plan or sketch. All work is to be completed in accordance with the requirements of the Town of Leesburg, within \_\_\_\_\_ days from date of this permit. If not completed, the Town may, at its discretion, complete the work at the expense of the applicant. By accepting this permit, Permittee hereby agrees to accept all charges for work performed under this condition, and to make payment therefore within 10 days of receipt of invoice rendered. The Town of Leesburg reserves full municipal control over the subject matter of this permit.

Receipt is acknowledged of cash or a check in the amount of \$ \_\_\_\_\_ (Permit Fee \$ \_\_\_\_\_ Performance Guarantee Fee \$ \_\_\_\_\_) which covers fees for application and inspection and to guarantee the faithful performance of the work referred to herein.

NOTE:PERMITTEE SHALL CONTINUE TO MAINTAIN RESPONSIBILITY FOR SETTLEMENT OF THE TRENCH UNTIL BACKFILL MATERIAL IS FULLY CONSOLIDATED AND SETTLEMENT CEASES TO OCCUR. YOUR ATTENTION IS DIRECTED TO THE INSTRUCTION SHEET FURNISHED HEREWITH RELATIVE TO BACKFILLING AND PERMANENTLY REPAIRING THE EXCAVATION.

Dated at Leesburg, VA _____,	Department of Engineering & Public Works
Permit Expires: _____,	By _____ Traffic Engineer

This permit is invalid after the date of expiration and will be cancelled unless an extension of time has been requested. An extension of time will not be granted unless work is actually under way. This permit may be extended by making written application to the Town, at least 5 days prior to the date of expiration. If permit expires before work is complete, a \$30.00 reinstatement fee must be paid before final inspection and release can be made.

- Notice shall be given to “Miss Utility” at 1-800-257-7777 or the Town of Leesburg for Traffic Signal location at 703-771-2791, and all clearances secured before excavating.
- Notice shall be given to the Department of Engineering and Public Works 24 hours prior to beginning proposed work. Contact Inspections at 703-771-2790.
- Scaffolding or ladders placed over sidewalk must provide 7’0” minimum headroom clearance and fully protect pedestrians from the danger of falling material.

NOTE: THIS PERMIT MUST BE KEPT ON THE WORK SITE and shown when requested. All traffic controls shall be planned and executed in accordance with the Virginia Work Area Protection Manual and the Manual on Uniform Traffic Control Devices for Streets and Highways, current editions, and special instructions given by the Traffic Engineer. All work shall be performed in accordance with the Town of Leesburg Design and Construction Standards Manual and the Virginia Occupational Safety and Health Standards for the Construction Industry (VOSH).

Calculation of Fee (Cash or check required): Application Fee \$ _____	Performance Guarantee \$ _____
TOTAL PERMIT FEE \$ _____	

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